

Role Profile



St Nicholas Hospice Care is recognised as a great place to work, to learn and to grow. Where everyone matters, where everyone is encouraged, energised and enabled to play their part in delivering our vision.

Job role	Facilities Supervisor
Reports to	Assistant Facilities Manager
Responsible for	Soft Services (Domestic) Team
Location	St Nicholas Hospice Care, Hardwick Lane, Bury St Edmunds. (Role include all retail and outreach centres)
Job Purpose	To undertake duties relating to the Supervision of the Soft Services Team and Ward related services, general maintenance and upkeep of the buildings, grounds, plant and other equipment across the organisation ensuring compliance with health and safety regulations.

What the job involves

- Supervise the Soft Services team, including the production of the work rota.
- Be the single point of contact (SPOC) for all ward related matters to carry out any minor and basic electrical, plumbing and carpentry repairs and/or modifications.
- Assist in the Portable Appliance Testing (PAT) of electrical equipment across the Estate.
- Carry out the following audit checks, recording and reporting as appropriate:-
 - L8 Legionella water temperature
 - Fire Fighting Equipment
 - Emergency lighting
 - Fire Door audit
- Carry out decoration on the hospice Estate when required.
- Report to the Facilities Manager and Assistant Facilities Manager of any security or health and safety issues and where possible take immediate action to rectify the problem.
- To provide supervision, support and guidance to Facilities Team Hard & Soft Services Maintenance volunteers/Gardeners when they encounter problems or need help, inclusive of preparing documentation for the procurement of materials.
- To undertake liaison duties between Facilities Manager and Contractors on capital works projects as required.
- Carry out Grounds Maintenance tasks when required.
- Carry out servicing of the fleet vehicles when required (Driver checks).
- Carry out lock down at the end of the day, & open up at the beginning of the day

- Be responsible for the collection and other waste disposal. Carry out the disposal of clinical waste following the procedure as stated in the Health & Safety Risk Assessment.
- Deal directly with departments about the portering of equipment from one place to another or its removal or disposal.
- Ensure that meeting rooms are set up for meetings or training courses when required.
- Undertake any other reasonable duties as may be required.
- Participate in other activities from time to time in order to promote the hospice within the local community.

What we want from you

- Building maintenance qualification/ NVQ Level 2
- GCSE English and Maths or equivalent (Grade A-C).
- Several years' experience in building maintenance and associated work such as electrics, carpentry, plumbing and decorating.
- Able to work with the minimum of supervision and as part of a team.
- Customer focused and has an ability to form and maintain strong working relationships.
- Friendly, approachable, has a can do attitude, highly organised and manages time well.
- Full current driving licence with ability and willingness to use own vehicle.
- IT literate

July 2022